



Youth Athletics Program Coach's Manual

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Program Mission Statement:

“The City of Fort Worth Youth Athletics Program provides recreational team sports for five to twelve year olds to promote life skills and personal attributes such as teamwork, accountability, discipline, respect, and honesty, while providing a healthy physical outlet.”

WHAT WE PROVIDE

1. Seasonal sport leagues at a nominal fee
2. Game officials and site staff.
3. Sports facilities.
4. Uniform shirts.
5. Practice and game equipment.
6. Background checks for all volunteer coaches.

REGISTRATION

A **“Sports Registration/Waiver Form”** must be signed by the youth’s parents or guardians at the community center upon registration. This form must be on file with the PARD Recreation/Neighborhood Center at which the child is registered before the child is allowed to participate. All registration fees must be turned in at the time of registration.

Players may be permitted to play up one age group **at the discretion of the parent/guardian**. Players age 5 must be 5 as of the first game (1/21/17)
Players 6-12-Age on September 1 of the current school year.
Age is determined as of the date of the first game of the season.

In the event that there are not enough players to make a full team at the original center of registration, a child can be transferred to another team at a different center by staff. For this reason, it is important that a second choice of center be given during registration.

A registration fee of \$20.00 per child/per season, at the time of program registration is required to participate in the Youth Athletics Program. This fee goes towards offsetting the cost of the program.

Registration may now be completed online at www.fortworthtexas/recreation

MEMBERSHIP CARDS

Any child participating in the Youth Athletics Program must have a center membership card (\$20 per child).

Volunteer coaches will be issued a free membership card upon completion of the following requirements:

- Background check completed by the PACS Administration on ALL coaching staff
- Attendance at the mandatory coaches meeting by at least one coaching representative of each team

These cards will be good for one year from date of issue.

DROPPING OR ADDING PLAYERS

Dropping or adding players may not be done at will. Coaches wishing to drop players must fill out a ***“Player Release Form”*** and submit to their center staff, who will then contact the player’s parent/guardian to verify add/drop status. Only if done properly and with good cause will coaches be able to replace dropped players with players on the center waiting list. PARD center staff will then assign replacements once the drop has been confirmed.

COACH

1. Responsible for equipment issued by the YAP staff.
2. Responsible for team’s actions, including parents and fans.
3. Represents the team in communication with the officials and opposing team before, during and after games.
4. Must appoint a representative with a criminal background check on file with YAP to replace them if they are unable to be present. Should a team not have a coach or a replacement, they will not be permitted to play.

5. Only CFW approved coaches and players may occupy the player benches or be on the field of play.
6. Coaches must wear the City issued coach's shirt at all times during their game to the satisfaction of the on-site staff and have their City issued center ID card upon request
7. It is the responsibility of the home team's coach to supply a score board operator. Of no scoreboard operator is provided, the score clock will not be used.

COACH'S MEETING

*A volunteer coach or representative from each team is **required** to attend a coach's meeting prior to each sports season in order to comply with the mission of the program, review league rules, and check out practice equipment.*

BACKGROUND CHECK

All coaches *MUST* complete a background *check* form and pass a criminal background check PRIOR to any coaching assignment. Coaches must also provide a copy of a driver's license and social security card.

GAME OFFICIALS

1. Only head coaches and League Administrators are permitted to speak to game officials.
2. Coaches should remain off the playing field/court unless a time-out is requested to discuss the situation with the officials.
3. Players should not be permitted to question an official's decision.
4. The coach should discourage parents and spectators from addressing the officials.

PARENTS

1. Set a proper example for parents and spectators.
2. Develop and maintain a good working relationship with parents.
3. Convey the mission of the Program to parents.
4. Hold a pre-season parent's meeting.

Topics for pre-season parents' meeting should include:

- The mission of the Program.
- The responsibility players have to the team, coaches and themselves.
- The coach's role as the leader of the team.
- The role the parents have in seeing that their children attend all practices and games.
- Parents should not interfere at practices and games.
- Parents should not punish children for performance in a game.

Various jobs needing to be handled may be discussed and volunteers recruited to perform them. Assistant coaches and "Team Moms/Dads" should be recruited at this time.

PLAYERS

1. Children are individuals that possess certain characteristics common with other children but are each different in many ways. Successful coaches deal with their players as individuals.
2. It's about progress, not perfection. Concentrate on fundamentals. Be a teacher.
3. Children thrive with consistency. Make sure that you are consistent in areas like practice, games, and discipline.
4. Coaches who display genuine liking and regard for children accomplish the best results with them. Be firm, considerate, sympathetic, approachable, and respect the dignity of each individual. SMILE!
5. Scolding, sarcasm, nagging, taking away privileges, and restricting a youth's behavior often intensifies the very conditions, which give rise to problems. Humiliating children in front of others is especially harmful.
6. Children agree that the coaches who helped them the most are kind, considerate, cooperative, democratic, patient, and respect their opinions. Being rigid, quarrelsome, and commanding will increase conflict.
7. Children are not small adults and do not feel, think, or react as adults do. Coaches must accept behavior which seems foolish, strange, unreasonable or immature. They don't think like adults, thus it is generally unsuccessful to treat them like adults.
8. Team rules are helpful, such as "being on time for practice," proper care of equipment, etc. Coaches must use good judgment in selecting the items of behavior to highlight. A small number of rules/expectations should be discussed. Players must realize that violations might result in punishment.
9. Coaches must make practice sessions as interesting and appealing as possible. "All work and no play" is not natural for children.

10. Volunteer coaches should insist upon players' proper attitudes toward games; officials, coaches, spectators, opposing teams, etc. They should be encouraged not to voice disagreement.
11. Children can become better individuals and learn valuable lessons in getting along with others. Some of the positive qualities of personality and character, which can be acquired in sports, are ultimately of much more value than the technical aspects of the sport.

In conclusion, the concerns of successful volunteer coaches should not be the win-loss record. Successful coaches are those who affect the character and attitude of players in a positive way. Good coaches are interested in winning games, but they also strive to have their players come out of the athletic experience as better individuals. A coach should not sacrifice the team, rules, or the spirit of fair play, just to win a game.

PRACTICE RESERVATIONS

For outdoor sports, the City of Fort Worth Athletics Section allows each team an opportunity to reserve a field for practice, free of charge, once a week for an hour. In order to reserve a field, the coach must contact Haws Athletic Center at 817-392-7690. The fields reserved are subject to availability and are on a first come first serve basis. To be consistent with our field rental policies, coaches can only reserve a field for the current week.

For indoor sports, teams have traditionally practiced at the community centers in which they represent. Practice times should be made available to these teams per center guidelines. **NOTE:** Centers are only obligated to give teams **one (1) hour of practice time a week on a half (1/2) court based on availability.**

ORGANIZING PRACTICE SESSIONS

Coaches should have a plan and know what they intend to do during practices. Early workouts should be devoted to placing children in proper formation and physical conditioning. Coaches can work on particular skills or play later. Follow a time schedule for each workout.

The following is an outline of a practice session:

10 minutes	Warm-Up (running, stretching, exercising, etc.)
10 minutes	Review Session (what was learned at last practice and what will be covered this practice)
15minutes	Skill Session (practice new skills)

20 minutes	Inter Squad Scrimmage
5-10 minutes	Conditioning (run for speed/agility)

DISCIPLINARY RULES

1. Players guilty of fighting on City property will receive a minimum of a two game suspension. All such matters should be promptly reported to a City staff member. The severity will determine the extent of the sanctions.
2. Coaches or spectators guilty of making physical contact with another person or fighting on City property during a Youth Athletics event will be banned from the program indefinitely and may receive further sanctions.
3. Players/Coaches/Spectators guilty of using profanity or making threatening gestures (including gang signs), either by word or sign, against others on City property shall receive an immediate suspension, length determined by Youth Athletics Administration.
4. Players/Coaches/Spectators found in possession of or under the influence of alcohol or drugs will be automatically banned from the league permanently.
5. City of Fort Worth Youth Athletics reserves the right to issue penalties different from those listed above in situations deemed necessary.

EJECTIONS AND SUSPENSIONS

Any coach spectator ejected from a game will be suspended for the remainder of the sports season and placed on written probation for one (1) calendar year. The suspension will equal a **minimum** of four (4) games depending on the severity of the infraction. If the coach/spectator is ejected a second time during this probationary period, he/she will be suspended indefinitely at the discretion of Youth Athletics. The ejected coach/spectator must leave the facility, including the parking lot, before play resumes.

Players ejected from a game will receive a minimum of a one game suspension. An ejected player must leave the facility (including the parking lot) before play resumes. Any attempt to stay in the facility will result in a forfeit and further disciplinary action.

APPEAL PROCESS

1. If the ejected party wishes to appeal the decision regarding any disciplinary action that has been taken, a **written appeal** must be submitted to the PARD Youth Athletics Office located La Gran Plaza, 4200 S. Freeway, suite 2200, Fort Worth, TX. 76115 within 72 hours of the disciplinary action.
2. The Athletic Coordinator has the final authority regarding all disciplinary measures. All persons involved will be informed of the final decision in writing.

RECREATION/NEIGHBORHOOD CENTER RESPONSIBILITIES

1. Take registration & registration fees
2. Issue refunds
3. Issue receipts & membership cards
4. Maintain records of receipts, rosters, etc.
5. Book practice times for indoor sports
6. Conduct add/drop for teams
7. Provide staff to supervise centers
8. Host indoor league games

YOUTH ATHLETICS PROGRAM RESPONSIBILITIES

1. League Administrative processes (schedules, etc.)
2. Meetings
3. Uniforms and equipment
4. Staffing games
5. Program supervision
6. On-site operations

GAME SCHEDULES and RESCHEDULING

Schedules will be in accordance with the number of teams in each division, facilities available for use, and length of season. The Athletics website will have the game schedules available online at www.fortworthathletics.com.

Youth Athletics will make every effort to schedule a minimum of four (4) and a maximum of six (6) games per team for each sports season offered. The number of games per season per team will be dependant upon inclement weather and unusual circumstances.

1. Schedules will be posted one week prior to the first day of the season.
 - A. All games will be played as scheduled. Games will only be rescheduled in cases of extreme inclement weather or unforeseen circumstances. Such decisions on game status will be determined by the league administrator.
2. Revised schedules will be posted on www.fortworthathletics.com and sent out via e-mail to center staff no later than 48 hours prior to game time with an internal goal of 72 hrs.
3. In case of inclement weather, ***please call (817)392-7690*** after 4:00pm on weekdays and after 8:00am on weekends.
4. You can also follow us on Twitter at **CFWYAP** and Facebook at <https://www.facebook.com/AthleticsCFW>

GENERAL RULES

1. All players must be listed on an ***“Official CLASS Roster”*** before taking part in a league game. All rosters will be frozen on the 2nd Saturday of scheduled league games (this is the end of the “drop/add” period).
2. **A player can only play on one team, NO EXCEPTIONS.**
3. Game time is forfeit time.
4. No league standings will be kept.
5. No score will be kept for the 6U age division.
6. No player will be permitted to participate with blood flowing in any manner.
7. A player's mandatory playing time may only be interrupted for injury.
8. Coaches playing ineligible players will automatically be suspended for the remainder of the season and be eligible for further disciplinary action.
9. Coaches found not giving players their mandatory playing time will be subject to suspension, length to be determined by Youth Athletics.
10. Coaches willfully taking actions to prevent any player from participating will be suspended, length to be determined by Youth Athletics.
11. Uniform shirts ***MUST*** be worn and ***NOT*** altered (names added, etc). If the uniform is altered, the player will not play until the uniform is replaced.
12. Shirts must be tucked into bottoms.
13. Bottoms must be pulled up to waist line and string tied.
14. Finger nails must be clipped short in order to help with game safety.
15. No Jewelry or hair beads/hard barrettes will be permitted during play.
16. Appropriate shoes must be worn and molded rubber cleats only outdoors
17. Youth Athletics reserves the right to issue penalties different from those listed above in situations deemed necessary.